



## County of Bland, Virginia

## Job Description

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**JOB TITLE:** Receptionist/Secretary

**DEPARTMENT:** County Administration

**FLSA STATUS:** Non Exempt

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**SUMMARY OF JOB** Performs routine to moderately complex secretarial, clerical and accounting duties for all departments under the County Administrator as well as for the Board of Supervisors. The Secretary is under the direct supervision of the County Administrator.

### **JOB CONTENT**

Serves as the office receptionist; receives screens and routes telephone calls; greets visitors; picks-up and routes mail to the appropriate staff member and/or departments. Maintains computerized database for mailing addresses, phone numbers, the Bland County Manual, and maintains the County Administration's office filing system. Performs general clerical and word processing duties as directed by the County Administrator, Maintains appointment records for boards and/or commissions, Ensures on a daily basis that all office equipment and the phone system is in proper working order, Assists the general public with requests for information and/or ordinances pertaining to programs/services overseen by the County Administrator's office, Schedules appointments, reservations, meetings and events, Assists the County Administrator in the preparation of the agenda & board packets for the Board of Supervisor's meetings, and any other responsibility or initiative of the County Administrator, Takes active role in the continuous improvement relative to office operations. Accounts payable and accounting duties as assigned. Performs additional duties not specifically described in this job description as designated by the County Administrator.

### **EDUCATION / KNOWLEDGE / ACCEPTABLE EXPERIENCE**

High school graduate with at least two (2) years of post-high school education in secretarial, accounting and/or bookkeeping or four years of relative experience

Last Revised: April 29, 2015